

TEXT FOR CIVIL RIGHTS REVIEW INVITATION EMAIL

Dear {FIRSTNAME}:

You are receiving this message because your county will be participating in the AA/EEO Civil Rights Review process in 2014. I have worked with the Program Development and Evaluation Unit to move the process to one that can be completed online (no more Word Documents to save and email!). All of the information you need to successfully complete the review is contained in the survey.

Please do **NOT** use your browser "back / forward" buttons to navigate thru the survey. At the bottom of each survey page, you will see "previous / next" buttons. The "previous / next" buttons also serve as "save" buttons. When you click on either of them, the data you have entered ON THAT PAGE of the survey will be saved. To prevent being timed-out on a page if you have to turn your attention elsewhere, be sure to click on the "previous" or "next" button on the bottom of the page. You can then return to this email and use the link below to continue your responses.

Each person in the {ATTRIBUTE_5_COUNTYNAME} office will receive their own individualized link to the survey. **ALL employees** in the office are required to complete the first eight questions of the survey. County Extension Directors and program faculty / staff may see additional pages on their survey depending on staffing in the county. **DO NOT forward this email to anyone else in your office; the link was created uniquely for you.** If you discover someone in your office did not receive an email invitation, please contact me.

Please complete the survey by 11:59pm, Monday, October 13.

Click the link below or copy and paste it into your browser.

{SURVEYURL}

FYI...County Extension Directors will receive a summary report of all data submitted for {ATTRIBUTE_5_COUNTYNAME} by the first week of November, which will include directions for next steps in the process.

Please let me know if you have any questions. Thank you!

Kathy Lechman

Kathy Lechman

Leader, Diversity Development

The Ohio State University

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